

**POSITION DESCRIPTION
CITY OF RICHMOND, INDIANA**

POSITION: Park Superintendent
POSITION NO: 8.401
DEPARTMENT: Parks and Recreation
WORK SCHEDULE:
JOB CATEGORY: EXEC (Executive)

DATE WRITTEN: June 1998
DATE REVISED: February 2009

STATUS: Full-time
FLSA STATUS: Exempt

To perform this position successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed in this document are representative of the knowledge, skill, and/or ability required. The City of Richmond provides reasonable accommodation to qualified employees and applicants with known disabilities who require accommodation to complete the application process or perform essential functions of the job, unless the accommodation would cause an undue hardship.

Incumbent serves as Superintendent of Parks and Recreation and is responsible for the leadership and management of the City of Richmond's Parks and Recreation Department, responsible for administering and directing daily operations, planning, organizing, and development of all City parks and recreation areas including Golf Courses.

DUTIES:

Assesses leisure and recreational needs of the community by maintaining contact via meetings, public presentations, and correspondence with community leaders, civic groups, and public officials. Devises and implements master plan in accordance with the City's master plan.

Oversees and directs department operations, including evaluating conditions of various programs and department facilities, grounds, vehicles and equipment, implementing maintenance and capital improvement projects, reviewing formal and informal operating procedures for efficiency/compliance, and negotiating, coordinating and monitoring contracts with vendors and subcontractors.

Oversees department personnel, including interviewing and hiring staff, providing orientation and evaluation, establishing department and administrative goals, planning new activities and programs, and interpreting/implementing personnel policies, rules and regulations. Approves leaves, vacations, and personnel requests as appropriate.

Coordinates departmental operations and programs with other federal, state, and local agencies and officials, including attending on-site meetings as appropriate.

Maintains regular communication with department professional and non-professional personnel, participating in staff meetings, reviewing policies and procedures, updating goals and objectives, and responding to fiscal management problems, personnel and staffing conflicts, and public inquiries/complaints.

Represents department before various boards and commissions as needed, including Park Board, City Council and Chamber of Commerce. Researches, prepares, and approves agenda for Board meetings, ensuring meetings proceed in timely manner.

Prepares and administers annual budget and provides plans for innovative opportunities in programming and funding, including acquiring new sources of revenue through federal grants and bond issues. Reviews budgeted and/or emergency requests for expenditures, approving as appropriate.

Attends various conferences/seminars as necessary.

JOB REQUIREMENTS:

The Parks Superintendent must be a Certified Park and Recreation Professional (CPRP) with the National Recreation and Park Association and Indiana Parks and Recreation Association.

Focuses on leadership and management of the Parks and Recreation Department including mentoring staff and effective utilization of technology.

Thorough knowledge of department functions and accepted practices and principles of parks administration, with ability to direct operations and implement programs to meet program goals and initiatives and the recreational needs of the community.

Strong management and budgeting skills business management and/or accounting, budget administration, and grant writing with the ability to apply such knowledge to a variety of interrelated processes, tasks, and operations.

Knowledge of and ability to make practical application of City/department policies and procedures and applicable OSHA safety policies and procedures.

Working knowledge of English grammar, spelling, and punctuation and the ability to prepare and complete detailed reports and grant requests within departmental deadlines.

Ability to oversee and direct department personnel, including interviewing and hiring staff, providing orientation and evaluation, establishing department and administrative goals, planning new activities and programs, and interpreting/implementing personnel policies, rules and regulations.

Ability to comply with all employer and department policies and work rules, including, but not limited to, attendance, safety, drug-free workplace, and personal conduct.

Ability to provide public access to or maintain confidentiality of department information and records according to state requirements.

Ability to effectively communicate orally and in writing with co-workers, other City/County departments, Parks Board, community groups, contractors, Mayor and the public, including being sensitive to professional ethics, gender, cultural diversities and disabilities.

Ability to properly operate a variety of standard office equipment, including computer, calculator, copier, telephone, and fax machine.

Ability to compile, analyze and evaluate data, make determinations, and present findings in oral or written form.

Ability to work alone with minimum supervision and with others in a team environment, often under time pressure, and on several tasks at the same time.

Ability to understand, memorize, retain, and carry out oral or written instructions.

Ability to apply knowledge of people/locations, plan and layout assigned work projects, and identify steps necessary to reach objectives and define practical courses of action.

Ability to plan and present public speaking presentations and special events.

Ability to occasionally work extended, evening and/or weekend hours and occasionally travel out of town for meetings/conferences, sometimes overnight.

Ability to respond to emergencies on a 24-hour basis.

Possession of a valid driver's license and demonstrated safe driving record.

DIFFICULTY OF WORK:

Incumbent performs highly complicated/non-standard duties, spending the majority of his/her time with short-term and long-range planning, administering operations, policy implementation, and providing quality service to the public. Incumbent establishes own standards of performance, limited only by City policies and budgets.

RESPONSIBILITY:

Incumbent requires only administrative direction in performing duties with work reviewed upon completion. Independent judgment is required in making decisions on policies affecting personnel and City and department policies and procedures. Incumbent executes final authority on decisions affecting budgeting, human resources, long term planning, and park operations management and is directly responsible for final results of decisions.

PERSONAL WORK RELATIONSHIPS:

Incumbent maintains frequent contact with co-workers, other City/County departments, Parks Board, community groups, contractors, Mayor and the public for the purposes of exchanging information, explaining and interpreting policies and procedures, and problem-solving.

Incumbent reports directly to the Mayor and/or Parks and Recreation Board.

PHYSICAL EFFORT AND WORK ENVIRONMENT:

Incumbent performs duties in a standard office environment, involving sitting/walking at will, sitting for long periods, lifting/carrying objects weighing less than 25 pounds, pushing/pulling objects, bending, reaching, crouching/kneeling, keyboarding, close/far vision, color/depth perception, speaking clearly, hearing sounds/communication and handling/grasping/fingering objects. Incumbent occasionally works extended, evening and/or weekend hours and occasionally travels out of town for conferences/seminars, sometimes overnight. Incumbent occasionally responds to emergency situations on a 24-hour basis.

APPLICANT/EMPLOYEE ACKNOWLEDGMENT

The job description for the position of Superintendent of Parks and Recreation describes the duties and responsibilities for employment in this position. I acknowledge that I have received this job description, and understand that it is not a contract of employment. I am responsible for reading this job description and complying with all job duties, requirements and responsibilities contained herein, and any subsequent revisions.

Is there anything that would keep you from meeting the job duties as outlined?

Yes _____ No _____ If yes, please explain. _____

Applicant/Employee signature

Date

Print or Type Name